

IEEE POWER ENGINEERING SOCIETY

TECHNICAL COUNCIL

ORGANIZATION AND PROCEDURES MANUAL

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**IEEE POWER ENGINEERING SOCIETY
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- B. Guidelines for PES Working Group Chairs - How to Complete a Working Group Assignment

REFERENCES

- A. IEEE-SA Standards Board Operations Manual
- B. IEEE-SA Standards Board Style Manual
- C. IEEE PES Committee Directory
- D. Technical Sessions Guide for the Author
- E. Technical Sessions Guide for the Session Chair
- F. IEEE Power Engineering Society Publication Guide

Technical Council Organization and Procedures Manual

1. Introduction

The Technical Council of the IEEE Power Engineering Society (PES) is presently composed of the Chairs of the PES Technical and Coordinating Committees, plus the Chairs of Standing Committees reporting to it. The organizational structure of the PES is shown in the current issue of the IEEE Power Engineering Society Organization and Committee Directory. The Power Engineering Society is Division VII of The Institute of Electrical and Electronics Engineers (IEEE). For operating functions it is responsible to the IEEE Technical Advisory Board and for technical activities to the IEEE Technical Activities Board. The Technical and Coordinating Committees function within the Scope of the Technical Council as outlined in Section 4.1 (Scope of Activities) of this manual.

The Technical and Coordinating Committees report to the Technical Council on matters concerning membership, recognition, scope and the coordination of Power Engineering Society generated standards and technical publications. For standards relating to their technical scope, the Technical Committees work directly with the IEEE-SA Standards Board and the Power Engineering Society Standards Coordinating Committee. For publications relating to their technical scope, the Technical and Coordinating Committees work directly with the PES Technical Information Services.

The Technical and Coordinating Committees, in support of the Power Engineering Society goals and with the direction and coordination of the Technical Council, shall assist in the following activities:

- (a) Promote the understanding of power engineering
- (b) Promote the contributions of power industry
- (c) Support power engineering education
- (d) Seek and promote utility and supplier industry management support for Society activities
- (e) Support and promote chapter activities.

2. Purpose of the Organization and Procedures Manual

The purpose of this document is to provide information to officers and members of the Technical Council and its committees, to assist them in understanding and working effectively with the Technical Council and its superior and subordinate organizations. Should conflicts occur or exist between this manual and the IEEE Bylaws or the IEEE-SA Standards Board Operations Manual, then the Bylaws or the Standards Manual shall take precedence. Likewise, this manual takes precedence over Technical Committee Organization and Procedures Manuals.

2.1 Order of Precedence

Technical Council Organization and Procedures Manual

These Operating Procedures outline the orderly transaction of business for this committee. Several documents take precedence in the following order:

- (a) New York State Corporation Not-for-Profit Law
- (b) IEEE Certificate of Incorporation
- (c) IEEE Constitution
- (d) IEEE Bylaws (includes IEEE Standards Association Bylaws)
- (e) IEEE Policy & Procedures Manual
- (f) IEEE Board of Directors Resolutions
- (g) Standards Association Operations Manual
- (h) IEEE-SA Board of Governors Resolutions
- (i) IEEE-SA Standards Board Bylaws
- (j) IEEE-SA Standards Board Operations Manual
- (k) Policies/Procedures of the IEEE Power Engineering Society
- (l) Policies/Procedures of the Technical Council and its Committees
- (m) Robert's Rule of Order (revised)

3. Technical Council Frame-Work

The PES Constitution and By-Laws define, refer to, or imply that the "Councils" (including Technical Council) either are the small group of officers and representatives from constituent committees or are the collective membership of all constituent committees. In the context of this Organization and Procedures Manual, "Council" is defined only as the smaller organization of officers and constituent committee representatives.

The Technical Committees, formed at different times and circumstances, have come to differ substantially in the details of organization and administrative practices. These differences, and others that may evolve in the future to better serve the various segments of the electric industry, are not intended to be discouraged by the formulation of this Manual. However, requirements for processing of standards, and for close cooperation and coordination between Technical Committees, Coordinating Committees and with other parts of the PES and IEEE Headquarters, do dictate that certain practices are mandatory, some are preferable for convenience or consistency, and others simply suggested as generally successful practices. This manual distinguishes between these practices by the use of corresponding terms "shall", "should", and "may". Statements of declarative fact shall also be taken as mandatory practice.

The organizational terms "Working Group", "Task Force", "Subcommittee", "Ad Hoc Committee", "Operating Committee", "Coordinating Committee", and "Standing Committee" have had varied usage within the Technical Council and its Committees in the past. In the context of the Technical Council itself, the term "Standing Committee" shall be used for those appointed committees of prolonged function, usually of substantial scope and indefinite duration. The terms "Working Group" and "Task Force" shall denote those appointed committees dealing

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with a specific narrow task which, when completed, will terminate the committee. The Operating Committees are now referred to as "Technical Committees. "Coordinating Committees" are special forms of Technical Committees formed to focus on issues of cross interest between all the Technical Committees. " Ad Hoc Committees are formed to address specific issues only and, therefore, are considered temporary for the duration of the assignment.

Within the Technical Committees, "Subcommittee" may refer to a more or less permanent body organized to address a specific, but relatively broad area. "Task Force" or "Working Group" fall under the Technical Committee or its Subcommittees and may refer to those groups appointed to address a given narrow, but related subject area. They may function intermittently or for a limited duration.

4. Body of the Technical Council

The Technical Council of the IEEE Power Engineering Society (PES) is composed of the chairs (or their designees) from the Technical Committees, Coordinating Committees, and the Standing Committees as shown in the current issue of the IEEE Power Engineering Society Organization and Committee Directory. Specifically, the membership consists of:

- a. A Chair appointed by the President of the Power Engineering Society. The PES President shall appoint a Vice President of Technical Activities in accordance with the PES bylaws. The Vice President of Technical Activities shall serve as the Chair of the Technical Council.
- b. A Vice-Chair appointed by the Power Engineering Society President. The PES President shall appoint a Vice President of Technical Activities Designate in accordance with the PES bylaws. The Vice President of Technical Activities Designate shall serve as the Vice Chair of the Technical Council.
- c. A Secretary appointed by the Technical Council Chair after approval by the Power Engineering Society President.
- d. The chairs of each of the Technical Committees, or their designees.
- e. The chairs of each of the Standing Committees, or their designees.
- f. The chairs of each of the Coordinating Committees, or their designees.

4.1 Scope of Activities

The scope of the Technical Council of the IEEE Power Engineering Society encompasses its technical responsibilities including the following:

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- a. The research and development, planning, design, application, construction, installation, and operation of apparatus, equipment, structures, materials and systems for the safe, reliable, and economic generation, conversion, measurement, control, transmission, and distribution of electric energy.
- b. The development of engineering standards, guides, and recommended practices for this field of interest.
- c. The technical, scientific, literary, educational and other types of activities that contribute to this field, or utilize the techniques or products of this field.

The extent of Standing Committee, Coordinating Committee, Ad Hoc Committee or Technical Committee and Subcommittee responsibilities, or changes thereto, are defined in respective scopes that shall be approved by the Technical Council. Working Group or Task Force scopes shall be approved by the individual Committee or Subcommittee to whom they directly report.

4.2 Responsibilities and Duties of Technical Council

The Technical Council shall be responsible for establishing policies which will stimulate among Society members the acquisition of new knowledge and technical expertise and the interchange of ideas and experiences, and for methods for appraising the performance of the Council's committees.

To carry out these responsibilities, the duties of the Technical Council shall be to:

- a. Promote and coordinate IEEE Power Engineering Society technical activities.
- b. Establish guidelines for the evaluation of technical papers within its scope.
- c. Be responsible for the technical program at General Meetings and with the Vice President, Meetings Activities, nominate a Technical Program Chair (TPC) for each General Meeting.
- d. With the Meetings Department, arrange special technical conferences either alone or jointly with other committees of IEEE or with other Technical Societies.
- e. Initiate and prepare Standards and report on Standards activities to the Standards Board.
- f. Prepare suitable operating reports yearly for submission to the IEEE Power Engineering Society, as required.
- g. Cooperate with similar Committees of other Societies.

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- h. Encourage non-member authors of technical papers to become members of the Power Engineering Society.
- i. With the Power Engineering Education Committee promote power engineering education through the use of tutorial sessions, publications, and other suitable programs.
- j. Provide and promote the recognition of significant achievement, by individuals or groups, in the technical areas under the Council's scope.
- k. Furnish planning support to the Power Engineering Society in the technical areas within the Council's scope.
- l. Discourage commercial activities (sales of equipment or service) immediately prior to, during, and through the completion of Technical Committee meetings. (This policy is not meant to curtail scheduling special events where all are invited, such as field trips, factory tours, displays and demonstrations, or tutorials with prior approval of the Technical Committee Administrative Subcommittee.)
- m. All Technical Council members shall have email access and be able to decode attachments to emails as might be sent them from the Council. In addition, each member of the Technical Council shall have access to the Internet (www) and be able to download documents from designated web pages.

4.3 Organization

The Technical Council is composed of the officers and member representatives of Technical Committees, Coordinating Committees, and Standing Committees.

4.3.1 Technical Council Officers

4.3.1.1 Chair

4.3.1.1.1 Qualifications and Nomination

The PES President shall appoint a Vice President of Technical Activities in accordance with the PES bylaws. The Vice President of Technical Activities shall serve as the Chair of the Technical Council. (See Paragraph 12.0 of the PES Bylaws [Appointments] - the Bylaws are published in the current issue of the IEEE Power Engineering Society Organization and Committee Directory.)

4.3.1.1.2 Term

The Vice President of the Technical Activities term shall be set by PES bylaws and shall serve at the pleasure of the PES President.

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4.3.1.1.3 Duties

The Chair shall:

- a. Have general supervision of the affairs of the Technical Council so that its responsibilities are met in a timely and constructive fashion.
- b. Preside at the meetings of the Technical Council and shall be an ex officio member of all PES Technical Committees and Technical Council committees.
- c. As a member of the PES Executive Committee, represent the Technical Council at PES Executive Committee meetings, make such reports as required, and report to the Technical Council all relevant decisions and deliberations of the PES Executive Committee that impact the mission of the Technical Council and its various activities.
- d. Preside over at least two Technical Council meetings each year and approve the Technical Council Secretary's report of the meetings prior to mailing to all Council members.
- e. Appoint the Secretary of the Technical Council, with approval by the Power Engineering Society President.
- f. On or before the start of each calendar year, approve the slate of officers (Chair, Vice Chair and Secretary) of each Technical Committee and Coordinating Committee. In case the slate is not approved, the slate shall be submitted to the Technical Council by the Chair of the Technical Council for approval or disapproval by a majority vote by letter ballot no later than 10 days after receipt of the proposed slate.
- g. Appoint Standing Committee Chair after approval by the PES President.
- h. Approve Standing Committee Vice Chair, Secretaries, and members to be appointed by the Standing Committee Chair.

4.3.1.2 Vice Chair

4.3.1.2.1 Qualifications and Appointment

The PES President shall appoint a Vice President of Technical Activities Designate in accordance with the PES bylaws. The Vice President of Technical Activities Designate shall serve as the Vice Chair of the Technical Council. (See Paragraph 12.0 of the PES Bylaws.)

4.3.1.2.2 Term

The Vice President of Technical Activities Designate shall be appointed for a term as set by the PES bylaws and shall serve at the pleasure of the PES President.

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4.3.1.2.3 Duties

The Vice Chair shall:

- a. Assist the Chair in his duties and assume the Chair's responsibilities whenever the Chair becomes unable to perform the duties.
- b. Serve as Chair of the Technical Sessions Committee. The Technical Sessions Committee is charged with maintaining a high quality technical program at all General meetings. In addition to the Technical Sessions Committee Chair, the committee membership is comprised of the Technical Committee Program Chairs (TCPCs) designated by the individual committees for the immediate, plus next two, General Meetings. The Technical Sessions Committee proposes policy for approval by the Technical Council regarding facilities, presentation formats and logistics.
- c. Be an ex officio member of the Organization and Procedures Committee.
- d. Be responsible for training Technical Sessions Committee officers.
- e. Serve as representative of the Technical Council to the PE Review Editorial Board.

4.3.1.3 Secretary

4.3.1.3.1 Qualifications and Appointment

The Secretary shall be appointed by the Technical Council Chair. (See Paragraph 12.0 of the PES Bylaws.)

4.3.1.3.2 Term

The Secretary serves for a one year term, with possible reappointment, for a maximum term in office of five years. There is no implied succession of the Secretary of the Technical Council to a higher office.

4.3.1.3.3 Duties

The Secretary shall:

- a. Record the minutes of all Technical Council meetings and, after approval by the Chair, distribute them to all Council members.
- b. With the Chair of the Technical Council, prepare meeting agendas in advance of all Council meetings and send them to all members.
- c. Prepare, conduct and report the results of all balloting carried out by the Technical Council.

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- d. Assume the duties of the Vice Chair of the Technical Council when the latter is temporarily unable to do so.

4.3.2 Operating Committee Representative Members

The Chairs of each Technical, Coordinating, and Standing Committee will represent that Committee on the Technical Council. They shall be members of the IEEE and the PES.

4.3.3 Duties as Council Members

- a. Attend Council Meetings or delegate a representative when unable to do so. Appointed delegates must meet the qualifications of the delegated position.
- b. Render reports to the Council as directed by its Chair.
- c. Make timely response to any Council ballots.
- d. Report relevant Council deliberations and decisions to their Operating committee.

4.3.4 Technical Council Task Forces

4.3.4.1 Definition

To carry out its assigned responsibilities, the Technical Council may find it necessary to organize one or more Task Forces comprised of members (and when necessary, non-members) of the Power Engineering Society. In a technical committee a Working Group is usually to be construed as a subdivision of a Subcommittee, and a Task Force as a subdivision of a Working Group. In some cases, a Working Group may be formed as a precursor to the formation of a Subcommittee. However, within the Technical Council, the following definition shall also apply.

Technical Council Task Force - one or more individuals appointed by the Chair of the Technical Council to investigate, evaluate and recommend action to the Council on special matters brought before it.

The task force name will normally include the subject area for which it was created or assigned.

4.3.4.2 Task Force Scope

The "scope of activity", or the assignment of particular responsibilities, for a Technical Council Task Force is determined by the Technical Council Chair.

The scope of activity, or responsibilities, of a task force may be amended, or other wise altered at any time deemed advisable by the Technical Council Chair. Usually, amendments are made

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for the purpose of enhancing the accomplishment of the original assignment, or for the introduction of additional related subjects for consideration by the Task Force.

4.3.4.3 Appointment of Task Force Chair and Members

The Chair of a Technical Council Task Force is appointed by the Technical Council Chair. Members of a Technical Council Task Force may be appointed by the Technical Council Chair or the Task Force Chair with the approval of the Technical Council Chair.

4.3.4.4 Eligibility and Qualifications

Although not mandatory, it is desirable that the chair and members of a Technical Council Task Force be members of the Council (or will have been members of the PES Technical Council, through activity in PES Technical Committees) and have a basic familiarity with Technical Council goals and methods of operation. Other persons having expertise in specific areas within the scope of a Task Force may be appointed to its membership when this can enhance or improve the functioning of the Task Force.

4.3.4.5 Term of Office and Meetings

The Chair and the members of Technical Council Task Forces serve basically at the discretion of the Technical Council Chair or until the original work for which the Task Force was established has been completed and their recommendations have been considered by the Technical Council. While there is no established limit to the number of members of a Task Force, 3 to 10 members may be considered an ideal size for efficient Task Force operation.

Depending on the nature of its scope and membership representation, much of the work of a Technical Council Task Force may be accomplished by correspondence. However, meetings may be called by the Task Force Chair on an as needed basis. The Task Force Chair will normally attend meetings of the Technical Council and report on the status or progress of work assigned to the Task Force.

4.3.4.6 Duties of the Chair of a Technical Council Task Force

The Chair of a Technical Council Task Force shall:

- a. Be a member in good standing of the Power Engineering Society.
- b. Preside at meetings of the Task Force and see that the Task Force carries out its assigned tasks in an efficient and timely manner.
- c. Attend meetings of the Technical Council and bring to the attention of the Council the results of Task Force activities and deliberations, and make recommendations to the Council for action.

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- d. Assist the Chair of the Technical Council in all activities relevant to the mission of the Task Force.

5. Liaisons

5.1 Technical Council Liaison Representatives

The PES Technical Council may determine that it is desirable to establish formal and direct liaisons with other IEEE Societies or groups, or other bodies, for the purpose of maintaining an efficient exchange of information on activities and related areas of mutual interest. This information exchange is accomplished through liaison representatives, appointed by the Technical Council Chair with the agreement and approval of the other group with which the liaison is to be established. The liaison representative will provide reports to the Technical Council on activities of the other group, based on personal participation in these activities if possible. Depending on the preference of the other group, the liaison representative may also report to them on PES Technical Council activities.

5.2 Liaison Term of Office

The term of office for liaisons is at the discretion of the Technical Council Chair.

6. Procedures

6.1 Quorum

Fifty percent (50%) of the voting membership of the Technical Council shall constitute a quorum. Actions which require a majority (greater than 50%) taken at a scheduled meeting lacking a quorum may be subsequently validated through approval of the meeting minutes or through approval by special letter ballot. Such approvals shall require an affirmative majority vote.

6.2 Voting Requirements for Motions

A motion may be made by any Technical Council member during a meeting of the Technical Council. A second to the motion by another Technical Council member is required prior to the call for the vote. Following the discussion of the motion (if any), the Technical Council Chair then calls for the vote on the proposal by the Technical Council membership in attendance. A simple majority vote is required for approval of the motion.

The wording of the motion, the name of the member who made the motion, the name of the member seconding the motion, and the results of the vote are recorded in the Technical Council meeting minutes. Motions made at a scheduled meeting lacking a quorum may be subsequently validated through approval of the meeting minutes or through approval by special letter ballot. Such approvals shall require an affirmative majority vote.

6.3 Amendments to the Organization and Procedures Manual

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Any member of the Technical Council may propose an amendment to the Organization and Procedures Manual by submitting it in writing to the Chair of the Organization and Procedures Committee. The proposed amendment is then reviewed by this committee, and if approved, is submitted to the Technical Council Chair for review. If the Technical Council Chair agrees with the recommended amendment, the Secretary of the Technical Council will ballot the proposed amendment to the body of the Technical Council. A simple majority affirmative ballot is required for approval of the amendment. Then, the Organization and Procedures Committee will incorporate the amendment into the Organization and Procedures Manual and will issue the revised manual to all Technical Council members.

6.4 Exceptions to Procedures by Technical and Coordinating Committees

The organization of the Technical and Coordinating Committees and their Subcommittees, membership procedures, pattern and style of meetings, and other activities, may vary from committee to committee. This may be due to historical patterns or best perceived means to fill the needs of the segment of the industry of interest. Technical and Coordinating Committees desiring to change their organization or procedures in a manner that departs from this Procedures Manual, may do so upon approval of the Technical Council.

The Chair of the Technical and Coordinating Committee shall prepare a written request stating the exception desired and the reason for the exception and send it to the Chair of the Technical Council. The Chair of the Technical Council will forward the requested exception to the Organization and Procedures Committee for review. The Committee will present its recommendation at the next regularly scheduled meeting of the Technical Council. The requested exception will be voted upon at the Technical Council meeting and the results noted in the minutes. If a change is to be made to clause 6.8, the change also shall be submitted to AudCom by the Technical Council for its acceptance.

6.5 Changes in Scope of Technical and Coordinating Committees

Technical Committees desiring to effect a change in Committee or Subcommittee scopes or add to or subtract from their present committee organization must prepare a written recommendation to the Chair of the Technical Council Organization and Procedures Committee with a copy to the Chair of the Technical Council. Changes which are strictly editorial may be approved by the Organization and Procedures Committee.

The Organization and Procedures Committee will attempt to resolve any conflicts and then present its findings to the Chair of the Technical Council. The Chair of the Organization and Procedures Committee will review the recommendations with the Chair of the Technical Committee which proposed the change and the chairs of any other committees which are affected in a further attempt to resolve any conflicts. When a conflict cannot be resolved, the Chair of the Technical Council will adjudicate a fair decision.

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The Chair of the Technical Council will then direct the Secretary to conduct a letter ballot on the final wording of the scope change. The results of the ballot will be appraised by the Organization and Procedures Committee. A recommendation will then be made as soon as possible to the Chair of the Technical Council for approval, initiation of further action, or to table. The Secretary will report the results of the ballot at the next meeting of the Technical Council.

Power Engineering Society Executive Office will be notified of the revision by the Secretary. The official scopes of the Power Engineering Society Technical and Coordinating Committees and their Subcommittees are kept by the Chair of the Organization and Procedures Committee.

6.6 Procedure for Forming a New Committee

New committees are formed when one of the existing committees splits due to increased work load, or because none of the existing committees sufficiently covers the technical area that the new committee is to address. Those seeking to form a new committee must go through several steps to be recognized by the Power Engineering Society.

6.6.1 Scope Development and Presentation to TCOP

The first step in forming a new committee requires the writing of a scope for the new committee giving the overall technical area that it proposes to cover. The scope, together with a list of subcommittees and their scopes are submitted to the PES Technical Council Organization and Procedures Committee (TCOP). This committee will review the scope and determine if it is accurate and does not overlap the technical area of interest of other committees. The Organization and Procedures committee then approves the formation of the new committee and brings this motion to the Technical Council.

6.6.2 Technical Council Approval

The Technical Council is then balloted on the concept of the new committee. If the scope of the new committee has been reviewed and approved by the Organization and Procedures Committee, then it is balloted at this time as well. If not, a follow-up ballot for the scope can be conducted. The ballot is conducted by the Technical Council Secretary; a simple majority is required for passage.

6.6.3 Governing Board Presentation

After Technical Council approval, the Chair of the Technical Council will present the title of the new committee to the Governing Board for approval and will present the scopes for information.

6.6.4 Approval of New Committee Officers

Following title approval by the Governing Board, a slate of recommended officers for the new committee shall be forwarded to the Technical Council Chair as soon as possible for approval. Also, an Organization and Procedures Manual for the committee shall be drafted as soon as

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possible and submitted to the Technical Council Organization and Procedures Committee for review and approval.

6.7 Procedure for the Endorsement of Fellow Award Nominations

The procedure for recommendations for Fellow Awards is outlined in the following directive from the PES Executive Board:

Any request for endorsement (Form B-27) by the Society should be sent to the Chair of the PES Fellows Committee, who will then refer it to the appropriate Technical Committee(s) for evaluation and recommendation. If that Committee(s) decides to recommend endorsement, the Chair of the Technical or Coordinating Committee(s), or the Chair of that Committee's Fellows Committee, should submit to the Chair of the PES Fellows Committee a brief summary of the professional accomplishments of the candidate which are judged to be of such distinction as to warrant the member's elevation to the grade of Fellow. (Form B-3 should be used as a guide in preparing the brief summary.)

The request for endorsement (Form B-27) and the Technical or Coordinating Committee(s)' comments on the candidate will also be forwarded to the members of the PES Fellows Committee for review and recommendations. The PES Fellows Committee will then rate the candidate as Extraordinarily Qualified, Highly Qualified, Qualified, Qualified with Minor Reservations, or Not Yet Qualified to be elevated to the grade of Fellow. The PES Fellows Committee evaluation will be submitted in writing (Forms B-3 and B-93) to the IEEE Fellows Committee as the recommendation or endorsement of the Power Engineering Society.

In the event a candidate's field of specialty falls outside the scope of all Technical or Coordinating Committees, the PES Fellows Committee will evaluate the request for endorsement. The PES Fellows Committee may also request the President of the Power Engineering Society and the Chair of the Technical Council to assist in the evaluation. It should also be emphasized that failure to obtain a high rating from the PES Fellows Committee for a candidate does not prevent the sponsor from submitting the nomination to the IEEE Fellow Committee for consideration.

6.8 Procedure for Developing and Balloting IEEE Standards

6.8.1 Introduction

These Operating Procedures outline the orderly transaction of business of the Technical Council and its Committees. For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest has a right to participate by:

- a) expressing a position and its basis,
- b) having that position considered, and
- c) appealing if adversely affected.

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Due process allows for equity and fair play. In addition to openness, due process requires balance, i.e., the standards development process should have a balance of interests and shall not be dominated by any single interest category.

The procedure supplements guidance provided in the IEEE-SA Standards Board Operations Manual and the Standards Board Bylaws and shall be used by all standards preparing bodies within the PES.

6.8.2 IEEE Standard Sponsor

All standards development done under the auspices of this Technical Council shall have as a sponsor either a Technical Committee or a Coordinating Committee organized as set forth in Clause 7 of this Organization and Procedures Manual.

6.8.2.1 Responsibilities of the Sponsor

The Sponsor shall be responsible for the following:

1. Developing proposed IEEE standards within their scope
2. Voting on approval of proposed IEEE standards within its scope
3. Maintaining the standards developed by the Sponsor in accordance with the *IEEE-SA Standards Board Operations Manual*
4. Responding to requests for interpretations of the standards developed by the Sponsor
5. Acting on other matters requiring Sponsor effort as provided in these procedures
6. Cooperating with other appropriate standards development organizations
7. Protecting against actions taken in the name of the Sponsor without committee authorization

6.8.3 Membership

6.8.3.1 Voting Membership

Voting Membership in the Sponsor shall be in accordance with the procedures of the entity that established the Sponsor, or, in the case of a TC with Policies and Procedures, in accordance with those procedures. In the absence of such procedures, voting membership is open to any materially interested individual who notifies the IEEE Standards Department of his/her interest and provides and maintains contact information, and conforms to the committee rules for attendance and balloting.

6.8.3.2 Application

A request for membership shall be addressed to the Chair, indicating the applicant's direct and material interest in the Committee's work, qualifications and willingness to participate actively. Please note that all IEEE Standards meetings are open to anyone who wishes to attend.

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6.8.3.3 Interest Categories

All appropriate interests that might be directly and materially affected by the standards activity of the Committee shall have the opportunity for fair and equitable participation without dominance by a single interest. Members shall propose their own interest categories as appropriate. The interest categories shall be established or revised by a vote of the Committee. If the Sponsor constitutes the balloting group for the purpose of voting on standards, each member shall be classified relative to the scope of the standards activity. No classification may consist of 50% or more of the balloting group membership. Care shall be taken to assure all interest categories are represented to the extent possible (see Clause 6.8.5).

6.8.4 Subgroups Created by the Sponsor

6.8.4.1 Subgroups of the Sponsor

When one or more subgroups (subcommittees, working groups, technical subcommittees, writing groups, etc.) are formed specifically to expedite the standards development work of the Sponsor, their formation (and later disbandment) shall be in accordance with the procedures of the entity that established this Sponsor. In the absence of such procedures, the following shall apply:

Formation (and later disbandment) of such standards development subgroups requires approval by a majority vote of the Sponsor. The Chair of such subgroup shall be appointed by the Chair of the Sponsor. The scope and duties delegated to such subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval. The scope, duties, and membership of all standards development subgroups shall be reviewed by the Sponsor annually.

The charge to any subgroup engaged in standards development shall clearly state which of the following is appropriate:

1. The subgroup is responsible for the definitive content of one or more standards projects and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for voting on the standard(s).
2. The subgroup is responsible for assisting the Sponsor (for example, drafting all or a portion of a document, drafting responses to comments, drafting positions on standards, or other purely advisory functions).

6.8.4.2 Balloting Group

For approval of proposed standards, the Sponsor shall form a balloting group. This group may be the Sponsor, provided that it meets the criteria for Composition given in subclause 5.4.1 of the IEEE-SA Standards Board Operations Manual. The Sponsor may also delegate balloting to

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a specific balloting group in accordance with subclause 5.4.2 of the IEEE-SA Standards Board Operations Manual.

6.8.4.2.1 PES Balloting Pool

Periodically, an invitation to become a part of the PES Balloting Pool will be published in the Standards Bearer, which has a circulation to IEEE members from all technical societies. Additionally, PES Balloting Pool forms can be made available at PES meetings. The purpose of this invitation is to identify those members who have a general interest in standards documents being balloted by the Technical Committees within PES. Responsibility for the maintenance of the balloting pool resides with the Standards Coordinator, along with support from the IEEE Standards Staff. Responses are to be sent to the IEEE SA Standards Department staff member listed, who will compile the results and upon request send them to the respective Technical Committee Standards Coordinator.

6.8.4.2.2 Formation of Sponsor Balloting Body

From 3 to 6 months in advance of sponsor balloting, the committee's Standards Coordinator (or the designated representative) will send an Invitation to Ballot form, similar to the one attached, to those who have expressed general interest in that committee's standards projects. Alternatively, the IEEE SA Standards Department will, upon request, mail the Invitation to Ballot forms.

The Invitation to Ballot form may also be used by the Committee's Standards Coordinator (or the designated representative) to identify persons within PES, including persons within the sponsoring technical committee, who wish to ballot the document. (This can be considered as a supplement to the coordination requests identified on the PAR.)

The sponsor's balloting group will consist of the following:

- a. The sponsoring Working Group or Task Force members who both wish to vote and are IEEE-SA members.
- b. Those IEEE-SA members who submit a completed Invitation to Ballot form and certify that they understand the material presented in the draft standards and are technically competent to vote on such issues.
- c. Members of the sponsoring Technical Committee and the sponsoring Subcommittee who are IEEE-SA members wishing to ballot the document.

Note that the balloting body must be balanced as defined in the IEEE-SA Standards Board Operations Manual, Section 5.4.1. The conductor of the ballot (which in most cases will be the sponsoring Committee or its Standards Coordinator) retains the responsibility for the balance. Any actions necessary to establish or restore balance must be done prior to the ballot. The

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sponsoring technical committee Standards Coordinator can seek the advice of the IEEE SA Standards Department staff in achieving balance. Once formed, no new members will be added to the group.

Also note that the sponsor retains a degree of control over the balloting group, as stated in the IEEE-SA Standards Board Operations Manual, Section 5.4.

6.8.4.2.3 Failure to Return Ballot

Any Balloting Group member who has requested participation in the ballot of a draft standard and fails to return their Ballot Form will be dropped from the balloting pool on future projects and, therefore, will not receive future invitations to ballot. Re-instatement to the balloting pool will be considered upon written request to the Standards Coordinator of the sponsoring Technical Committee. If the balloting is performed by IEEE-SA Balloting Center, they shall be informed of changes to the Balloting Pool.

6.8.4.2.4 Balloting Procedures

6.8.4.2.4.1 One Ballot

Some committees have used a tiered balloting process to obtain consensus. A Working Group ballot was conducted, followed by a Subcommittee ballot, and then the sponsoring Committee ballot. To expedite the balloting process only one ballot shall be conducted. The balloting body for this one ballot shall be as described in Paragraph 6.8.3. Follow-up ballots (to the same balloting body) will be necessary when substantive technical changes are made as a result of negatives or by comments received.

6.8.4.2.4.2 Balloting Procedure

The balloting shall be conducted using the procedure published in the latest revision of the IEEE-SA Standards Board Operations Manual, Section 5.4.3, which can be obtained by contacting the IEEE Standards Department staff, or by downloading it from the Standards Department home page on the World Wide Web at <http://standards.ieee.org/guides/opman/index.html>.

6.8.5 Vote

6.8.5.1 Balloting Positions

Each voting Sponsor member shall vote one of the following positions:

1. Affirmative
2. Do Not Approve (Negative With Comments - the reasons for a negative vote shall be given and should include specific wording or actions that would resolve the objection)
3. Do Not Approve (Negative Without Comments)
4. Abstain

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6.8.5.2 Voting By Ballot

The Sponsor shall be allowed to conduct Sponsor business between meetings at the discretion of the Chair by use of a letter or electronic ballot.

6.8.5.3 Actions Requiring Majority Approval

The following actions, by Sponsor vote at a meeting, requires approval by a simple majority of the members present:

1. Approval of minutes
2. Authorization of letter ballot

6.8.5.4 Actions Requiring Approval by a Majority of the Sponsor Membership

The following actions require approval by a majority of the membership of the Sponsor either at a meeting - provided that notification of the action has been included on the distributed agenda for the meeting - or by letter or electronic ballot:

1. Formation of a subgroup, including its procedures, scope, and duties
2. Disbandment of subgroups

6.8.5.5 Actions Requiring Approval by Two-Thirds of Those Voting of the Sponsor Membership

The following actions require a letter ballot or an equivalent¹ formal recorded vote with approval by at least two-thirds of the voting members of the Sponsor, excluding abstentions:

1. Adoption of Sponsor procedures, interest categories, or revisions thereof
2. Position Statements for Standards
3. Approval of change of the Sponsor scope
4. Approval of termination of the Sponsor

6.8.5.6 Actions Requiring Approval by Seventy-five Percent of Those Voting of the Sponsor Membership

Approval of a new or revised standard project or a reaffirmation of an existing standard shall require a 75% return of ballot and approval by 75% of those voting affirmative or negative. All negatives must be recorded and an attempt made to resolve them.

6.8.6 Communications

All Sponsor officers should use the Sponsor letterhead if available, or email notification, when corresponding on behalf of Sponsor activities.

¹ "Equivalent" refers to some identifiable method of tallying the votes and addressing the comments.

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6.8.6.1 Formal Internal Communication

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee chairs, the Secretary, and the Sponsor officers.

6.8.6.2 External Communication

Inquiries relating to the Sponsor should be directed to the Chair, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair.

6.8.6.3 Advertising

To assure that all materially interested parties are invited to participate in a PES standards project, an Invitation to Participate will be extended in the following publications:

The Standards Bearer

The IEEE Standards Bearer Online, residing on <http://standards.ieee.org/bearer>, is a dynamic news source for all interested in IEEE standards activities. Continually updated, it provides the latest information on standards program events, as well as working group, committee and society developments.

ANSI Standards Action

The ANSI Standards Action publication has wide distribution among parties interested in standards development. Upon PAR approval, the IEEE SA Standards Department submits a PINS (Project Initiation Notification System) form notifying ANSI of the initiation of an IEEE SA Standards Project. This published notification includes an IEEE staff contact for further information.

The IEEE SA Standards Department staff is responsible for submitting the information for publication in both the Standards Bearer and the ANSI Standards Action.

6.8.6.4 Invitation to Participate Form

The IEEE SA is responsible for sending an Invitation to Participate form (the form is available on the Power Engineering Society web page) both to interested parties who contact the chair directly and to the listing of interested parties supplied by the IEEE SA Standards Department staff. A list of upcoming Working Group and Task Force meetings shall be included. Any other pertinent information regarding status of the document, qualifications of Working Group and Task Force members, etc., shall also be sent.

The returned Invitation to Participate forms shall be evaluated by the Working Group or Task Force chair for inclusion of the responder in its membership. In general, all who respond and

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who are technically qualified should be invited to participate unless specific reasons exist for excluding them. (Example: Adding them would provide one organization or company an undue influence on the content of the document.)

Paragraph 7.4.1 of this manual provides additional guidance regarding the qualifications for Working Group members.

6.8.7 Standards Interpretations

From time to time official requests for interpretation of a particular standard are received by each Committee via the IEEE Standards Department. The appropriate Subcommittee chair will appoint two Subcommittee members to review the document and to develop a response for approval by the Subcommittee chair. This proposed response is then sent to the Advisory Committee members for comment (see the IEEE-SA Standards Board Operations Manual section 5.9 for details on formation of the Appeals Panel). If no negative comments are received within fifteen days, the Subcommittee chair will forward the interpretation to the IEEE SA Standards Department who will be responsible for notifying the originator of the request for interpretation of the official response. If there are negative comments, then it is the responsibility of the Subcommittee chair to work with the particular Advisory Member to resolve the issues. The resolution should be discussed with the Committee chair before forwarding to IEEE SA Standards. If a resolution cannot be achieved, then the Chair of the Committee will make the final decision as to how the response is to be handled.

6.8.8. Appeals

The Sponsor recognizes the right of appeal. Technical appeals are referred back to the Sponsor. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Committee is performed in an identifiable manner.

This procedure to hear appeals to actions or inactions that occur before a draft standard is balloted supplements the procedure in Section 5.8, IEEE-SA Standards Board Operations Manual. [Every attempt should be made to resolve concerns informally before this procedure is formally invoked.]

Appeals may have either technical or a procedural basis. Technical appeals will be referred to the appropriate Subcommittee (SC) or the Technical Committee (TC) responsible for the standard. An appeal committee, chaired by the TC representative to the PES Standards Coordinating Committee, will consider procedural appeals and not the Technical Subcommittee concerned.

An appeal shall be filed with the Chair of the appeal committee in writing within 30 days of the event (action or inaction). The written appeal shall contain information about the issues being appealed, informal attempts made to resolve them, and suggestions to resolve the issue.

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The Chair of the appeal committee shall appoint an ad hoc Appeal Panel (AP) consisting of a chair and two other members from the members of appeal committee. None of the appointees shall be a direct participant in development of the concerned standard.

The Appeal Panel (AP) shall review the complaint, seek other information if necessary, and decide if a hearing is required. If the AP dismissed the complaint, the appellant shall so be informed in writing with reasons for the decision. [The AP may try to resolve the issue with informal discussions with the concerned parties.] If necessary, the appeal shall be heard by the AP during regular meeting week of the appeal committee or other time convenient to all parties before the next regular meeting week of the appeal committee (with at least two weeks' notice to all concerned parties) in person, or by telephone conference, or by correspondence. Failure of the appellant to participate in the hearing shall constitute a withdrawal of the appeal.

A written decision shall be rendered by the AP within 30 days of hearing the appeal and communicated to the parties concerned, Chair of the appeal committee, and Chair of the TC.

6.8.9 Parliamentary Procedures

On questions of parliamentary procedure not covered in these Procedures, Roberts Rules of Order (revised) may be used to expedite due process.

6.8.10 Position Statements for Standards

All communications shall comply with subclause [5.1.4](#) of the *IEEE-SA Standards Board Operations Manual*. These procedures apply to communications with government and intergovernment bodies.

6.8.10.1 Committee Position Statements

Committee position statements shall not be released without prior approval by the Committee, which requires two-thirds vote per Section [6.8.5.4](#) of these procedures.

6.8.10.2 Subgroup Position Statements

Subgroup position statements shall not be released without prior approval by a three-fourths vote of the subgroup. Such position statements may proceed unless blocked by a Committee vote at a Committee meeting. For position statements not presented for review at a Committee meeting, members shall be provided a review period of at least five (5) days. If, during that time, a motion to block the position statement is made, release of the position statement will be withheld [pending failure of the blocking motion].

Subgroup position statements shall be identified in the first paragraph of the position statement as being specifically the position of the subgroup. These statements shall be issued by the Subgroup Chair and shall include the Sponsor Chair in the distribution. Such statements shall bear neither the IEEE nor the IEEE Sponsor logos.

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6.8. 10.3 Informal Communications

Informal communications shall not imply that they are a formal position of the Committee, subcommittee, nor the working group.

6.8.10.4 Position Statements to be Issued by Other Entities

If the Committee wishes to go to another IEEE entity (as defined in Section [15](#) of the *IEEE Policy and Procedures*) to have that entity offer a position statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA BOG. Therefore, proposed position statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

6.8.11 Standards Publicity

The Committee is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see subclause [5.1.5](#) of the *IEEE-SA Standards Board Operations Manual* for further instructions.

7. Responsibility, Eligibility and Selection of Officers and Members of the Committees of the Technical Council

7.1 Technical Committee

7.1.1 The Technical Committees of the Technical Council shall be:

- a. Electric Machinery
- b. Energy Development & Power Generation
- c. Insulated Conductors
- d. Nuclear Power Engineering
- e. Power System Analysis, Computing, and Economics
- f. Power System Communications
- g. Power System Dynamic Performance
- h. Power System Instrumentation and Measurements
- i. Power System Operations
- j. Power System Planning and Implementation
- k. Power System Relaying
- l. Stationary Battery
- m. Switchgear
- n. Substations
- o. Surge Protective Devices
- p. Transformers
- q. Transmission & Distribution

7.1.2 Organization and Procedures Manual

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Each individual Technical Committee shall have an Organization and Procedures Manual formatted after this document. The Organization and Procedures Manual shall be submitted to the Technical Council Organization and Procedures Committee for review. The Technical Council will act to approve the Manual for the Technical Committee.

7.1.3 Qualifications and Eligibility of Technical Committee Members

Technical Committee members shall be members in good standing of the IEEE Power Engineering Society and meet the requirements of the Technical Committee.

The members of each IEEE Technical Committee are appointed by the Chair of that Committee. Selection and continuation of Technical Committee memberships shall be determined by meeting all of the following qualifications:

- a. Technical competence in the particular branch of engineering as specified in the scope of the Technical Committee.
- b. Interest in that branch of engineering as expressed by working on standards, publishing papers, taking part in discussions of technical papers, and presentations thereof.
- c. Willingness to devote time and effort to contribute to the advance of the art by attending meetings, reviewing assigned papers for approval of presentation and publication, and suggesting, when possible, improvements in Committee operations.
- d. Continued participation in Technical Committee functions such as serving as an officer, liaison member, liaison delegate, Subcommittee member or Working Group member.
- e. Contributing regularly as a member of a Subcommittee during an apprenticeship determined by the Technical Committee. A minimum apprenticeship of one year is required.
- f. Returning all ballots on Technical Committee issues regularly and on time.
- g. Regular attendance at meetings. When a member is absent for three consecutive scheduled regular meetings and fails to participate by correspondence, the member will be removed from committee membership, subject to a review of the particular circumstances by the Administrative Subcommittee of the Technical Committee.

Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above. A member may discontinue his Committee membership by sending a letter of resignation to the Committee Chair, with a copy to the Committee Secretary. The Chair may elect to discontinue the membership of a continually inactive or non participating member

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by sending written notification to the affected member, stating the specific reasons for termination, and copying the Committee Secretary. At the Chair's discretion, a warning of impending discontinuation of membership may be issued to the affected member. A written appeal for membership reinstatement may be submitted to the Chair of the Technical Committee specifically stating why the individual should be reinstated.

7.1.4 Appointment of Technical Committee Officers

The Chair, Vice-Chair and Secretary of each Technical Committee are recommended by the incumbent Chair of that Committee with the concurrence of the immediate Past Chair and are approved by the Chair of the Technical Council. (See Paragraph 12.0 of the PES Bylaws.)

7.1.5 Technical Committee Officer Terms of Office

The Technical Committee Chair's term of office is one year with reappointment for a maximum of two years, except under extraordinary conditions identified by the Chair of the Technical Council to be in the best interests of the Technical Committee.

The Technical Committee Vice-Chair's term of office is one year with reappointment for a maximum of two years. The Technical Committee Secretary's term of office is one year with reappointment for maximum of two years.

In many committees, there is an automatic progression from Secretary to Vice-Chair to Chair in a six year time span, unless the current Chair has reason (or extraordinary circumstances demand) to deviate from this sequence.

7.1.6 Technical Committee Officer Duties

7.1.6.1 Technical Committee Chair

The Technical Committee Chair shall:

- a. Have general supervision of the affairs of the Technical Committee. The Chair shall preside at the meetings of the Technical Committee and shall be an ex officio member of all of the Committee's subcommittees.
- b. Monitor the necessity of changing the scope of the Committee and obtain Technical Council approval for such changes as outlined in Section 6.5 of this procedure.
- c. Monitor the desirability of forming new Subcommittees and disbanding them as necessary.
- d. Be a member of the Technical Council and submit a written report of Committee activities at each Technical Council meeting for inclusion in the minutes.

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- e. Follow progress of work in Subcommittees and expedite this work as necessary to meet the goals of the IEEE Power Engineering Society.
- f. Encourage members of the Committee to schedule and participate in technical sessions at General and Regional meetings. The Chair should seek suitable subjects for Special Technical Conferences to promote advances in technology within the Committee's scope.
- g. Within the scope of the committee, initiate the development of standards documents in accordance with the IEEE-SA Standards Board Operations Manual.
- h. Promote power engineering education within the scope of the Technical Committee. With the aid of the Power Engineering Education Committee, plan tutorial sessions, publications, working group, subcommittee and committee educational reports. Also, prepare data of use and interest to colleges and universities regarding the state of the art of power engineering and request (through the Power Engineering Education Committee) information from colleges and universities that would aid in problem solution. Maintain an effective liaison with the Power Engineering Education Committee.
- i. Furnish planning support to the Technical Council in the assigned technical areas.
- j. Obtain approval from the Technical Council on joint projects with organizations outside of the PES.
- k. Ensure that the Technical Committee has a valid and current Organization and Procedures Manual that has been reviewed by the Technical Council Organization and Procedures Committee and approved by the Technical Council.

The Chair will be responsible for the following activities, but may reassign them to other Technical Committee members.

- a. Serve as Chair of the Administrative or Executive Subcommittee of the Technical Committee.
- b. Be responsible for submitting to the Secretary of the Technical Council an updated Committee Organization and Directory list for publication in the PES Organization and Committee Directory. This information must be submitted by October 15th each year.
- c. Review IEEE position papers as assigned by the Chair of the Technical Council.
- d. Promote individual and committee recognition of significant achievements in the Committee.

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- e. Provide training for new Working Group Chairs and orientation for new members.

7.1.6.2 Technical Committee Vice-Chair

The Vice-Chair will, in general, be responsible for the following activities and any additional duties assigned by the Chair of the Technical Committee:

- a. Assist the Chair in all duties and assume the Chair's responsibilities in the event the Chair is unable to perform the assigned duties.
- b. Represent the Technical Committee on the Technical Sessions Committee.
- c. Coordinate the meeting room requests for PES meetings. Normally, the meeting room request forms will be sent to the Vice-Chair from either the IEEE PES Executive Office or the designated PES meeting room coordinator for the specific meeting.
- d. Using input from the technical committee chair and the subcommittee chair within his technical committee, the Vice-Chair completes the room request forms for all technical committee meetings and forwards them to the person listed on the form. Prior to the meeting, a copy of the forms with the room assignments made will be returned to the Vice-Chair, who then informs those who requested the rooms of the arrangements.

7.1.6.3 Technical Committee Secretary

The Secretary will, in general, be responsible for the following activities and any additional duties assigned by the Chair of the Technical Committee:

- a. Record the minutes of the Technical Committee meetings and distribute them to the Technical Committee members.
- b. Prepare Technical Committee meeting agendas and send them to all Technical Committee members in advance of meetings.
- c. Plan, prepare and issue notices of Technical Committee meetings to all Technical Committee members.
- d. Keep the Technical Committee, Subcommittee, and Working Group rosters up to date and distribute them to all Technical Committee members annually. The Technical Committee Secretary is responsible for submitting the committee's directory to the Secretary of the Technical Council by October 15th of each year.
- e. Keep records of attendance at all Technical Committee meetings.

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7.2 Technical Committee Subcommittees

7.2.1 Qualifications and Eligibility of Subcommittee Members

Subcommittee members shall be members in good standing of the IEEE Power Engineering Society and meet the requirements of the Technical Committee. The members of the Subcommittees are appointed by the Chair of the Subcommittee with notification to the Chair of the respective Technical Committee.

Subcommittee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above.

A member may discontinue his Subcommittee membership by sending a letter of resignation to the Subcommittee Chair. The Subcommittee Chair may elect to discontinue the membership of a inactive or non participating member by sending written notification to the affected member.

7.2.2 Appointment of Technical Committee Subcommittee Chair

The Chair of a Subcommittee is either appointed by the Chair of the respective Technical Committee or by vote within the subcommittee with notification given to the Chair of the Technical Council. The Chair's term of office is one year with reappointments with a suggested maximum of three years. The Chair of a Subcommittee shall be a member of the respective Technical Committee.

7.2.3 Duties of Technical Committee Subcommittee Chairs

The duties of the Subcommittee Chairs are:

- a. Supervise the affairs of their subcommittee, under the general direction and guidance of the Technical Committee Chair. Monitor and supervise the activities of the Task Forces and Working Groups under the direction of the Subcommittee.
- b. With the approval of the Technical Committee Chair, select one or more persons, such as a vice-chair and/or secretary, to assist with the administration of the subcommittee.
- c. Call and preside at the meetings of their subcommittee.
- d. Promote technical papers pertaining to the objectives of their subcommittee and its working groups.
- e. Be alert to new technical problems that need to be worked on by their subcommittee.
- f. Recommend the establishment of new working groups and the dissolution of old ones when they have served their purpose.

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- g. Handle the review of technical papers sent to the subcommittee by the Technical Committee Editor.
- h. May recommend appropriate papers each year for consideration for awards.
- i. Report on the activities of the subcommittee and its working groups, either verbally at meetings of Technical Committee or in writing to the Technical Committee Chair when so requested.
- j. Submit minutes of the meetings of their subcommittee and its working groups, for inclusion in the Technical Committee meeting minutes.
- k. Recommend members of their subcommittee for membership on the Technical Committee.
- l. Recruit and induct new subcommittee members and retire members who no longer meet membership requirements.
- m. Canvass members annually to determine the member's continued interest in the subcommittee.
- n. A letter of appointment to a new member of a subcommittee is made at the time of the appointment.
- o. Prepare Annual Report information and give to Technical Committee Secretary.

7.3 Technical Committee Administrative Subcommittee

An Administrative Subcommittee of the Technical Committee may be formed, consisting of (as a minimum) the Committee's Chair, the Vice-Chair, the Secretary, and the Immediate Past Chair, and the chairs of the Subcommittees. This Administrative Subcommittee shall meet to coordinate the activities of the Subcommittees and serve as a means of discussion and communication.

7.4 Technical Committee Subcommittee Working Group

7.4.1 Qualifications and Eligibility of Working Group Members

Member qualifications include voluntary involvement, expertise in the subject, regular participation in working group activities, and timely completion of assignments. A Working Group member is a participator.

Working Group members need not be a member of the Power Engineering Society but are encouraged to be members in good standing of the Society. The members of the Working

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Groups are appointed by the Chair of the Working Group with notification to the Chair of the Subcommittee.

A Working Group member may discontinue his membership by sending a letter of resignation to the Working Group Chair. The Working Group Chair may elect to discontinue the membership of an inactive or non participating member by sending written notification to the affected member. The level of activity required to retain membership is at the discretion of the Working Group Chair.

7.4.2 Qualifications and Eligibility of Working Group Chairs

The Chair of the Working Group shall be a member in good standing of the Society and meet the requirements of the Technical Committee. Furthermore, the Working Group Chair should possess the following:

- a. Technical Ability: The Working Group Chair should have demonstrated technical ability through participation in Subcommittee and Working Group activities and discussions. The Chair must have reasonable level of expertise within the Working Group's subject of assignment.
- b. Procedural Experience: The Working Group Chair should have been actively participating in Technical Committee activities and should have demonstrated the willingness to accept and complete assignments and follow through until finished.
- c. Personal Characteristics: The Working Group Chair should be articulate and an innovative contributor. The Chair should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion and should have excellent verbal and written communication skills.
- d. Administrative Support: The Working Group Chair should have access to appropriate reproduction and mailing facilities for the distribution of drafts as well as the final document.

7.4.3 Appointment of Technical Committee Subcommittee Working Group Chair

The Chair of a Working Group is appointed by the Chair of the respective Subcommittee with notification to the Chair of the respective Technical Committee. The Chair of a Working Group shall be a member of the respective Subcommittee. General practice is for the Working Group Chair to serve for the duration of the Project Authorization Request, or for a suggested term of three years for standing working groups.

7.5 Coordinating Committees

7.5.1 The Coordinating Committees of the Technical Council shall be:

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- a. Emerging Technologies
- b. Policy Development

7.5.2 Organization of Coordinating Committees

The Coordinating Committee shall be organized as a Technical Committee and as described in Sections 7.1 through 7.4.

7.5.3 Intent and Purpose of Coordinating Committees

The focus and intent of the Coordinating Committee shall be different from a Technical Committee. Where the Technical Committee's focus is narrow and concentrated on its technical specialty, the Coordinating Committee's focus is broad and generally covers technical interests that are covered by more than one Technical Committee.

7.5.4 Activities of Coordinating Committees

The Coordinating Committees shall:

- a. Establish venues for joint technical projects between Technical Committees
- b. Conduct symposia's of common interest between Technical Committees
- c. Recommend the development of Standards, Guides, and Recommended Practices to specific Technical Committees, or if necessary, pursue such development within auspices of the Coordinating Committee, upon approval of the Technical Council.
- d. Ensure full coordination is achieved between various Technical Committees on technical issues that span across more than one Technical Committee

7.6 Standing Committees

7.6.1 The Standing Committees of the Technical Council shall be:

- a. Awards
- b. Standards Coordinating
- c. Technical Sessions
- d. Technical Council Organization and Procedures

7.6.2 Organization of Standing Committees

The Standing Committees shall be organized as a Technical Committee and as described in Sections 7.1 through 7.4.

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7.6.3 Intent and Purpose of Standing Committees

The focus and intent of the Standing Committees shall be different from a Technical Committee.

Where the Technical Committee's focus is narrow and concentrated on its technical specialty, the Standing Committee's focus is on the administrative matters of the Technical Council.

7.6.4 Activities of Standing Committees

The Standing Committees shall:

- a. Work to ensure that the goals and administrative requirements of the Technical Council, which are under the purview of the standing committee, are achieved in a timely and effective manner.
- b. Support the Technical Council Chair's administrative program.
- c. Provide advice and feedback to the Technical Council Chair on administrative matters pertaining to the Standing Committee's purview.

7.7 Participation by Non-Members of IEEE

Non-members of IEEE may be appointed as consultants to Technical Committees, Subcommittees and Working Groups. For example, physicists and mathematicians are frequently called upon, in the basic science fields, to supplement the work of those Committees and Subcommittees. Therefore, individual experts and liaison representation from other organizations are encouraged where appropriate.

7.8 Honorary Membership

Technical Committees may, at their option, name Honorary Members who retain their IEEE/PES membership, but because of extenuating circumstances, are generally unable to meet the other membership requirements. An Honorary Member shall have first been a regular member and shall have demonstrated a high level of participation and be generally recognized for his contribution. These individuals participate by reviewing and commenting on subjects in their field of expertise and are retained on appropriate and necessary committee mailing lists.

7.9 Corresponding Membership

The Technical Committees may, at their option, offer Corresponding Membership to utilize the expertise of those who are not normally able to attend the Committee meetings. Corresponding Members may participate in all Technical Committee activities, including the development and review of standards documents. In addition, Corresponding Members may participate in the review of technical papers sponsored by the Technical Committee.

Corresponding Members may be appointed by the Chair of the Technical Committee, with notification given to the Chair of the Technical Council. The qualifications and eligibility for membership, and continued membership, are the same as for regular Technical Committee members, with the exception of the requirement of regular attendance at meetings.

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If desired, Corresponding Membership may be offered at Subcommittee, Working Group, and Task Force levels.

8. Technical Council Meetings and Publications Responsibilities

8.1 General Meetings

8.1.1 Technical Program Committee for a General Meeting

Each general meeting will have a Technical Program Committee Chair with a committee which has responsibility for the technical program for that specific meeting. The Technical Program Committee for a general meeting will be organized not less than 18 months in advance of the meeting date. This committee will consist of Technical Committee Program Chairs (TCPCs) drawn from each of the technical committees. This committee will have sole responsibility for the design and implementation of the technical program for that one meeting, not multiple meetings.

8.1.1.1 Technical Program Committee Chair

8.1.1.1.1 Qualifications and Appointment

The Technical Program Committee Chair is jointly appointed by the Vice President, Meetings Activities, and the Vice President, Technical Activities at least 18 months in advance of a general meeting date. The Technical Program Committee Chair should be experienced in organizing the technical content for a major PES conference and should be a person recognized for diligence in organizing such work.

8.1.1.1.2 Term

The Technical Program Committee Chair is appointed for a two year period. The first 18 months is spent prior to a general meeting in organizing the meeting technical content and the remaining 6 months after the meeting in helping the Technical Program Committee Chair for the succeeding meeting, after this all duties cease.

8.1.1.1.3 Duties

- a. Seek the advice and input of the Technical Committees to identify the theme of the particular conference and the technical tracks to address the preferred subjects. The theme is important and could somewhat be tied to the time and/or the location of the conference. Realistically, the number of tracks should not be more than four.

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- b. Publish the call for papers not later than a year ahead of the conference date and preferably one year ahead of the deadline of the paper submission date. The call for papers shall clearly state the theme for the conference and the technical tracks to address the preferred subjects.
- c. Coordinate and guide the Technical Council Program Committee activities to achieve the objectives of the conference.
- d. Responsible to the Technical Council for coordinating and finalizing the conference technical program.
- e. Liaison with the local organizing committee to achieve a harmonized flow of the technical events along the tracks specified.
- f. Report regularly and at the end of the conference to the Technical Council and the Governing Board on the progress and recommendations for future events.

8.1.2 Technical Committee Program Chairs (TCPCs)

8.1.2.1 Qualifications and Appointment

Each Technical Committee Program Chair shall be a member in good standing of one of the technical committees. The appointment of the Technical Committee Program Chairs for each technical committee will be via nomination by the Technical Committee Chair, with approval by the Technical Council Technical Sessions Committee Chair.

8.1.2.2 Term

Each Technical Committee Program Chair shall serve for a maximum of five consecutive general meetings although some Technical Committees may choose to rotate TCPC's for each general meeting. The Technical Council Technical Sessions Committee Chair has the authority to remove a person from Technical Committee Program Chair duties for inadequate performance. A replacement Technical Committee Program Chair can be selected by the Technical Council Technical Sessions Committee Chair, or a suggested replacement may be nominated by the involved technical committee.

8.1.2.3 Duties

The Technical Committee Program Chairs shall:

- a. Work with the general meeting Technical Sessions Committee Chair to determine preferred subjects or "tracks" for upcoming meetings.
- b. The primary task of the TCPC is the review and scheduling of Proceedings Papers and Panel Sessions. The TCPC reviews Proceedings Papers that have been submitted for the meeting and approves or disapproves the proposed paper. The TCPC has no duties regarding review or

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approval of Transactions Papers. However, duties do include scheduling Transactions Papers into general meeting technical sessions. It is preferable that the TCPC not be a member of the Transactions Editorial Board.

- c. Review submitted panel session and special educational session summaries for adequate presentation of the ideas and concepts being presented in the session.

8.1.3 General Meetings Scheduling

Because of the need to meet publication deadlines for the advance program, the final program and the General Meeting Proceedings, the Technical Council has established the dates which must be met by the Technical Sessions Committee prior to each general meeting. Full and complete information for Authors is found at the IEEE website <http://www.ieee.org/organizations/society/power/subpages/authors-folder/authkit-folder/authkit.htm>.

8.1.3.1 Proceedings Papers Schedules Important Dates

Schedules for Submission of Proceedings Papers	Winter Meeting	Summer Meeting
Authors Submittal of Proposed papers to PES Executive Office	August 17	February 5
Notification sent to PES Executive Office of Paper Sessions at the General Meeting	October 5	March 26
Authors Notified of Final Paper Acceptance or Rejection based on a review of the full paper	November 2	April 23

8.1.3.2 Panel Sessions Schedules Important Dates

Schedules for Organizing Panel Sessions	Winter Meeting	Summer Meeting
Submittal of Panel Session Summary (2-6 pages) to Panel Session Chair	September 17	February 26
Notification to Panelists of acceptance or required changes by the Panel Session Chair	September 21	March 12
Submittal of a Revised Session Summary (if necessary) to the Panel Session Chair	October 5	March 26
Submittal of Complete Session Information to TCPC	October 12	April 2
Transmittal of Complete Session Material to PES Staff	October 19	April 9

8.2 Special Technical Conferences

The Power Engineering Society sponsors several special technical conferences. The TCPC's may be called upon to review papers for special technical conferences and should follow procedures for these reviews that are similar to the review of papers for the general meetings. The schedule milestones for special technical conferences are determined by the conference technical committee and do not conform to the schedules in section 8.1.3 above. The details and schedules for each special technical conference are determined by each conference technical committee.

8.3 PES Transactions

8.3.1 PES Transactions Editorial Board

Each of the PES Transactions has a separate Editorial Board. The Editor-in-Chief of each Transactions is named with an Editorial Board consisting of a cross section of experts in the applicable areas. Management of the paper review process for each Transactions is the responsibility of the Editorial Boards. Each board is responsible for establishing a review panel consisting of experts in the requisite technical areas. Many of these reviewers are to be drawn from the membership of the technical committees. However, experts from the general PES membership, other technical societies, and the engineering community may also be utilized. Each Editorial Board is responsible for the review cycle schedule and manages the procedures and requirements that a paper must meet in order to be published. The Editorial Board interacts and coordinates with PES and IEEE staff under the general oversight of the Editor-in-Chief and the Vice President of Technical Information Services.

8.3.1.1 Transactions Paper Review Procedure

Copies of each submitted transactions paper manuscript are sent by PES Special Activities to the PES Transactions Editor-in-Chief. The Editor-in-Chief logs the papers and sends them, along with the proper review forms to the appropriate Editor for review. The Editor selects at least three reviewers for each paper that have appropriate personal expertise (or access to another engineer who does) to insure an adequate technical review. The Editor sends each selected reviewer a copy of the paper and the review form.

The reviewer may either personally review the paper, or have it reviewed by another IEEE member who is an authority on the subject. Upon completion of the review, the review form is completed by the reviewer, regardless of who actually performed the review. One unidentified copy of the reviewer's comments and suggestions are attached to the form. The completed copy of the form and the attachments are returned to the Editor. A copy of the form and a copy of the comments and suggestions should be retained by the reviewer.

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Upon receipt of all reviews of a paper, the editorial board member completes the form "Review Summary", and attaches the unidentified copy of the reviewers' comments and suggestions. The Editor-in-Chief makes the final determination of the acceptability or rejection of the paper, signs the "Review Summary", keeps one copy for filing and forwards the other along to the Manager, PES Special Activities at IEEE headquarters.

GUIDELINES FOR PES WORKING GROUP CHAIRS

HOW TO CONDUCT WORKING GROUP MEETINGS

Prior to the Meeting:

1. When you receive the notice of the upcoming meeting, you must indicate your intention to hold a working group meeting, how long the meeting will be, whether audio, visual, or other special aids are required, and approximately how many people you expect to attend your meeting. Subsequently if changes to your original plans occur, your subcommittee chair should be contacted promptly.
2. A formal agenda and pertinent documentation covering the items to be discussed should be sent to each working group member and to your subcommittee chair about three or four weeks prior to the meeting. You may also wish to send the agenda to previous guests or individuals interested in the activities of your working group. The agenda should specify the individual who is to report on each specific agenda item. These individuals should be made aware that if they are unable to attend, they are expected to report by mail or to find a qualified replacement to attend and report.
3. Plan to bring to the meeting a sufficient number of copies of draft documents for guests.

At the Meeting:

1. You have been given the authority by the officers of your committee to conduct this meeting on behalf of, and in the best interests of, the PES and the IEEE. You are in charge and you are expected to use all the resources at your disposal to complete your assignment in a timely manner. Your most important resource is the committee "Organization and Procedures Manual." It is essential that you become familiar with this manual. If you do not have a copy of the manual or you have reason to believe it is out of date, contact your subcommittee chair for an up-to-date copy. Your subcommittee chair and the committee officers are also available as resources for resolving problems.
2. Arrive 15 to 20 minutes early. Be aware of detrimental influences on your meeting, such as room temperature, noisy neighbors, inadequately sized room, etc. Contact the committee meeting planner or hotel staff for assistance if needed.
3. Start your meeting on time.

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4. Follow the agenda as much as possible, but allow for deviations if pertinent to the assignment of the working group. It is essential that the assignment be kept up to date, and that the changes be approved by the subcommittee chair.
5. Encourage everyone to participate. However, be mindful of individuals who dominate the meeting or deviate from the subject at hand. Ideally, every member of the working group should have an assignment.
6. Keeping minutes is usually assigned to a permanently appointed secretary or a vice chair. This leaves you free to concentrate on running your meeting. It is most important that the minutes include decisions, assignments (including assignee's name and completion date required), summaries of interesting discussions, reports on unresolved issues along with a proposal for resolution, and an attendance list. Appointment of a permanent working group vice chair is recommended who can also act as chair in your absence. This is particularly important in order to keep the working group on track and to assure continued progress.
7. Just prior to adjournment, review the specific assignments, the assignees, and the required completion times. End the meeting promptly. It is not appropriate to fill in the time with editorial changes, minor details, or discussions that are not within the scope of the working group. Appoint an editor or small group of editors to make decisions on grammar and punctuation. **DO NOT USE VALUABLE MEETING TIME FOR THIS PURPOSE.** Do focus on issues pertinent to timely completion of the assignment.

Immediately Following the Meeting:

1. A summary of your meeting minutes should be prepared for presentation at the subcommittee meeting. If conflicts arise such that you cannot attend the subcommittee meeting, contact the subcommittee chair prior to the meeting to propose a substitute to make the presentation on your behalf. A written copy of the minutes should be sent to each working group member, guests, and your subcommittee chair within three or four weeks.
2. Make it known to your members that it is annoying if not disruptive to have working group members not show up for a scheduled meeting. Indicate that they should inform you of their particular conflict prior to the meeting. This is only common courtesy. Very often, these conflicts are the result of membership in too many working groups. If a working group member consistently fails to attend meetings or complete assignments, he should be reminded of his responsibility to attend and asked to either commit or resign.

Between Meetings:

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1. The success of the working group in completing its assignment in a timely fashion very often depends on the effort of the working group chairs between meetings.
2. It is important to keep in contact with individuals who have accepted assignment to discuss progress. Working group members should be advised that the committee expects assignments to be completed in a timely fashion. By detecting problems early on, the working group chair can often find alternate means of getting the work completed on time.
3. When necessary, plan for special separate meetings in order to keep the work on schedule. These special meetings may involve only a few key working group members with specific assignments. Consider arriving a day early or staying a day or two after the regularly scheduled meeting time. In order to meet target completion dates, full day sessions may be required.
4. Annually review the standing of your working group members. Members who consistently turn down assignments, fail to complete assignments, or do not regularly attend meetings should be dropped.

GUIDELINES FOR PES WORKING GROUP CHAIRS

HOW TO COMPLETE A WORKING GROUP ASSIGNMENT

1. Assembling the Working Group

Working Group (WG) members are invited to join by the WG chair with notification to the subcommittee chair. Members should be invited to join on the basis of their knowledge and experience in the field of interest and their ability and willingness to perform. If needed, recruit members from outside your committee, including corresponding members or members outside of North America. The goal is to develop a working group membership that will produce a quality product rapidly and efficiently while at the same time developing a broad consensus. If your assignment is to develop or revise a standard, recommended practice, or guide, openness and due process must apply, which means that any individual with a direct and material interest has a right to participate.

2. Develop the Objectives:

Write out in detail exactly what the WG assignment encompasses. Bracket what specifically will be included as part of the assignment. Use the input from the WG to help you. Check with your subcommittee chair to make sure your detailed assignment description meets the intent of the assignment to you. Summarize the assignment into a couple of sentences which will serve as the official description and give it to your subcommittee chair for approval. A realistic target date for completion of a detailed outline of the assignment should be approved by the subcommittee chair. Typically, one or at most two meetings should be used for this purpose.

3. Establish a Completion Date

Develop a schedule with milestones to complete the task. A reasonable target would be less than four years.

4. Develop the Project Authorization Request (PAR):

If your assignment is to develop or revise a standard, recommended practice, or guide, a PAR must be submitted early in the project to assure proper coordination with other technical committees. Consult the "Standards Submittal Kit" for details on submitting a PAR. This kit can be obtained by contacting the IEEE Standards Department, 445 Hoes Lane, Piscataway, NJ 08855-1331.

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5. Research the Literature:

Establish a bibliography of existing literature that covers the subject. Organize the bibliography by topics. Include non-IEEE pertinent literature such as that from IEC, CIGRE, etc. Consider making this the first WG assignment. Each member of the working group should receive a copy of this background material.

6. Write the Outline:

A detailed outline should logically establish how you intend to execute your assignment. A good outline that clearly defines the subjects organized by topic are essential in getting back a "good product." Use the WG to help develop and refine the outline. Make as clear as possible what is to be incorporated in each section of the outline. Present a copy of the outline to your subcommittee and establish a date for completion. To avoid misunderstandings later, it may be necessary to define what is meant by completion.

7. Make Writing Assignments:

Writing Assignments may be divided between several WG members or taken on by primarily one member. For the case of multiple member writing assignments, consider selecting authors who are enthusiastic and demonstrate the attitude or performance to complete assignments. . This will facilitate integration of material into the final product and reduce internal WG confusion and comment on drafts. For the case of a single writer, this individual becomes the document champion, creating a first draft. Regardless of how writing assignments are allocated, it is the responsibility of those assigned to complete the work on time. Due dates for work assignments should appear in the WG minutes.

8. Writing Process:

The WG Chair, designee or document champion should assemble the first draft. With multiple writing assignments this integration task is key to producing a coherent, easily read draft that can be used to elicit meaningful technical comments from the WG members. With a single writer or document champion, document style should be less of a problem, placing a focus on coherent technical content.

In order to control the writing process so that technical content is preserved while holding to project schedule dates, revision control is essential. This may be achieved in a variety of ways, but the important issue is to consistently disposition WG member comments, and not re-invent dispositions that have previously been accepted. A record of comments and their disposition

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should be kept to ensure old issues are not unnecessarily revisited. Each revision of the document should be numbered, dated and recorded in WG minutes.

The WG chair must take action promptly if schedule risks are identified. This includes preemptive action such as calling WG members to discuss potential problems as well as action on missed dates. Communication between WG members outside of regularly scheduled face to face meetings is essential for consistently achieving schedule milestones.

The IEEE Style Guide and Standards Companion must be used in order to ensure the proposed document meets all IEEE requirements for editorial quality. Do not use valuable face to face meeting time for editing – this can be done effectively outside group meetings. Also at this stage, the technical input needs to be carefully checked for clarity and accuracy. Use WG members to help in this process.

9. Unresolved Issues:

If the progress of the working group becomes stalled because of specific unresolved issues, the working group chair should not hesitate to ask the subcommittee for direction and assistance.

10. Balloting:

Balloting must be in accord with the IEEE-SA Standards Board Operations Manual.

11. Publish the Document

12. Summary Paper:

In some cases, for example standards documents and guides, it may be beneficial to write a summary paper for publication in IEEE transactions, or PES PER or CAP, to serve as publicity as to the existence of the new or revised document and to solicit feedback in the form of discussions. This feedback can be particularly valuable in the case of "trial use" documents.

14. Disposition of Working Group:

Make a recommendation to your subcommittee as to the future direction of the working group; i.e., disband, new assignment, revisions, etc.

15. Receive the plaudits of your peers for a job well done!